



CITY COUNCIL AGENDA ITEM

SUBJECT: Temporary Certificate of Occupancy Fees Update

AGENDA SECTION: *(check all that apply)*

☐ PRESENTATION ☐ PUBLIC HEARING ☐ CONSENT AGENDA ☒ OLD BUSINESS
☐ NEW BUSINESS ☐ OTHER, PLEASE STATE: [Click or tap here to enter text.](#)

CATEGORY: *(check all that apply)*

☐ ORDINANCE ☐ RESOLUTION ☐ CONTRACT ☐ POLICY ☐ STATUS REPORT
☒ OTHER, PLEASE STATE: **fee schedule addition**

ACTION REQUESTED: ☒ DECISION ☐ DISCUSSION, ☐ REVIEW, or ☐ UPDATE ONLY

Previously Heard Date(s): 11/13/23 & 11/27/23

Current Work Session: [Click or tap to enter a date.](#)

Current Council Meeting: Monday, January 22, 2024

SUBMITTED BY: Patrick Moran, Chief Building Official

PRESENTER: Patrick Moran, Chief Building Official

PURPOSE: TCO process fee

FACTS: The request is to add a fee of \$270 for the Temporary Certificate Process to the approved Schedule of Fees and institute a formalized process to offer this service to our customers. Posted November 29th for 45-day required notification to end January 13th, 2024

OPTIONS: Approve, Deny, Defer [Click or tap here to enter text.](#)

RECOMMENDED ACTION: Approve [Click or tap here to enter text.](#)

ATTACHMENTS:

- (1) Attachment 1 - TCO Overview
- (2) Attachment 2 - TCO Process Outline
- (3) Attachment 3 - [Click or tap here to enter text.](#)
- (4) Attachment 4 - [Click or tap here to enter text.](#)
- (5) Attachment 5 - [Click or tap here to enter text.](#)